

SC DEPARTMENT OF EDUCATION CHIEF FINANCE OFFICE



February
2015
Issue 8

Please use the newly established email for submitting information to Financial Services at financesvcs@ed.sc.gov.

February 2015 A monthly update from the State Department of Education's (SCDE) Office of Finance to local school district business officials. If you have any questions about information in this issue, contact Shatika Spearman at 803-734-8008, Felicia Poston at 803-734-8488 or Melissa Myers at 803-734-8453.

Beginning July 1, 2014, the SCDE discontinued mailing back-up documentation. Instructions on obtaining the back-up documentation is posted at <http://ed.sc.gov/agency/cfo/finance/>. Please use the following link for EIA and EFA payment summaries generated after July 1, 2014, [Payments to School Districts](#).

New Payments in February

- 3177/926 Summer Reading Camps
- 3194/914 Digital Instructional Materials
- 3620/965 Digital Instructional Materials
 - This funding is split so your payments are in general fund or lottery. Check payment summaries in order to record revenue properly.
- 3518/318 Formative Assessment



Recently Posted Memos

[FY 2015 3rd Quarterly Fuel Adjustment Memo](#)

Information provided from the Office of Transportation

[Chart of Account Additions for Calculating Indirect Cost Rates](#)

CFO UPDATE

To better serve you, we are providing a list of finance employees and their areas of responsibility. Please let us know how we can help you:

Budget & General Finance questions – **Mellanie Jinnette**

Flexibility & Other Finance Related Questions – **Shatika Spearman**

EIA/General Fund/Lottery Payments; National Board; Medicaid – **Sue Martinez**

PCS; EFA Payments – **Ann Castro**

General Grants Accounting – **Felicia Poston**

For questions regarding specific grants, please refer to the grants accounting staff listing located on the Grants Accounting Section's web page, <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/documents/ProjectAccountingListUpdated1-13-15.pdf>

FINANCIAL SERVICES

MOE/Aid to Districts

Now that 45-day data have been finalized, we will compute the need for MOE at the State level. We will have those data available in February. Based on the student counts, we may adjust the MOE payments.

If no additional MOE funding is required, all of those funds will be allocated under the Aid to District line. Districts may transfer funds from Aid to District to MOE as needed using the flexibility procedures.

National Board

Please continue to let us know if a NB teacher leaves your district or moves into an ineligible position so that your payments may be adjusted.

In\$ite 2013-14

If you have not already provided your In\$ite file or general ledger for 2013-14, please do so as soon as possible. The preferred method is via email to Mellanie.

Mileage Rate

The IRS announced a mileage rate of \$.575 cents per mile on January 1, 2015. The SC Comptroller General has also advised state agencies to adhere to this rate for travel reimbursement.



GRANTS ACCOUNTING

STATE/EIA PAYMENTS FOR GRANT AWARD REIMBURSEMENTS THAT ARE ENTERED VIA GAPS SHOULD BE RELEASED THE LAST WEEK OF FEBRUARY

STATUS OF PROCESS - GAPS

Your patience is appreciated as we work through the development and implementation of GAPS. Slight changes will occur over the next several months as we continue to add enhancements.

The ability to access Reports in GAPS was released last week.

NOTES:

Budget Amendments, Expenditures and Expenditure Refunds ARE entirely functioning in the system.

STATUS OF PROCESS - GAPS (continued)

Budget Amendments aren't available in GAPS unless the original Budget has been approved by the SCDE Program Office. Until that time, the next person in line for the workflow approval can return the item to the previous person without an amendment being necessary. This also applies to expenditures.

Expenditures aren't available for entry until the budget approval has made it through the SCDE program office. Once the budget has been approved, enter the budget tab, go to specific function/object combination and icon will appear to the right for the entry of the expenditure.

The status of an item can be viewed by clicking all the way into the amount.

If a budget item is pending the approval of the SCDE program office, please contact the program office to determine the delay in approving the budget. Expenditures can't be entered in GAPS until the budget is completely approved.

TRAINING TUTORIALS FOR GAPS

- Accessing GAPS -
<http://www.kaltura.com/tiny/ikqb9>
- GAPS for Grant Coordinators -
<http://www.kaltura.com/tiny/nq6dy>
- GAPS for Grant Finance Personnel -
<http://www.kaltura.com/tiny/uyviq>
- GAPS for Grant Coordinators – Budget Amendments –
<http://www.kaltura.com/tiny/x4flw>

The tutorial for Expenditure Reporting will be available in the next week or so.

PLEASE REMEMBER TO FORWARD ALL GAPS QUESTIONS TO THE EMAIL ADDRESS claims@ed.sc.gov AND INCLUDE THE TITLE OF THE GRANT THAT YOU ARE WORKING WITH, THE PROCESS YOU'RE TRYING TO PERFORM AND A SCREENSHOT OF WHERE YOU ARE HAVING THE ISSUE. SOMEONE FROM THE GRANTS OFFICE WILL RESPOND AS SOON AS POSSIBLE.

FY 2013-14 Late Audit Submission

The district superintendent from each LEA who has not met the annual audit requirement stated in the SC Code of Laws received correspondence from the State Superintendent of Education indicating noncompliance with the state statute. If your district has not yet submitted a copy of the audit report and/or a status of the audit to the Office of Auditing Services, please do so immediately.

Due to Schedules

Please review the schedule of funds due back to the state and federal government to ensure accuracy. Any payments not due back because of funding flexibility or carryover provisions should **not** be stated on the schedule. Payments made in error cannot be returned.

INSTRUCTIONAL MATERIALS**Science Kits Refurbishment**

We have received many inquiries about the Science Kits Refurbishment funds. Once SCDE receives these funds, we will send out in your regular monthly payments.

Fall SCASBO

Please refer to the SCASBO Conference Handouts on the Office of Finance web page at <http://ed.sc.gov/agency/cfo/finance/Financial-Services/> to review information presented on behalf of the SCDE Office of Auditing Services.

AUDITING SERVICES**FY 2014-15 Financial Accounting Handbook**

The FY 2014-15 Financial Accounting Handbook has been updated. See link. <http://ed.sc.gov/agency/as/documents/14-15FAH-22015.pdf>

LEA Audit Reporting System (LARS)

An instructional video on how to access LARS has been posted on the Office of Auditing Services web page at <http://ed.sc.gov/agency/as/InformationMemosandForms.cfm>.

If you will be a user of the system and do not have rights under the SCDE's Web Access Administrative tool, please get with the Web Access Coordinator from your LEA or sponsoring district from your LEA and CATE centers to have access granted to access the SCDE's member center.

The annual audit report, data collection form, supportive information, and the SCDE Supplemental Schedules for each fund type should have been submitted through LARS by December 1.



Time and Effort Requirements

Employees whose salary are charged in whole or in part to a federal cost objective must complete either the monthly personnel activity report (PAR) or the semi-annual certification. Certifications are required for those whose salary is charged 100% to a federal cost objective. The PAR is required for any employee whose salary is charged less than 100% to a federal cost objective or to multiple federal cost objectives. These requirements are stated in the Office of Management Budget Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" Attachment B Section 8h. A link to the circular can be found at <http://ed.sc.gov/agency/as/>.

An example of a PAR and certification are now located on our website at

<http://ed.sc.gov/agency/as/documents/FederalSamplePersonnelActivityReport.pdf> and <http://ed.sc.gov/agency/as/documents/FederalSampleSemi-AnnualCertification.pdf> respectively.

Time and Effort Clarification for Food Service Employees

Food Service employees are exempt from the requirement to prepare personnel activity reports or certifications. However, if the food service employee also works on another federal cost objective, the employee must complete the required time and effort reporting.

**Substitute System for PAR's**

The USDE recently established guidance allowing an SEA to permit an LEA to use substitute documentation such as a teacher's course schedule as adequate documentation for the time and effort of an individual who works on multiple activities or cost objectives but does so on a predetermined schedule. An individual documenting time and effort under the substitute system would be permitted to certify time and effort on a semiannual basis, provided the LEA's substitute system meets requirements.

Substitute System for PAR's (continued)

In order to use the substitute system, the LEA must certify to the SEA that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additionally, the certification must include a full disclosure of any known deficiencies with the system or known challenges with implementing the substitute system. To review this guidance in full along with examples of acceptable substitute system, see <http://www2.ed.gov/policy/fund/guid/gposbul/time-and-effort-reporting.html>.

Annual Audit Guide

Annual Audit Guide – The FY 2013-14 Annual Audit Guide has been posted to the SCDE website at <http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>. The template for submission of the SCDE supplemental schedules is also located on the website under the 2013-2014 Audit Guide link. Please share this information with your independent auditors as it lists **new** audit submission requirements for FY 2013-14 audits.

Miscellaneous Revenue Codes and Subfunds

When allocations to school districts exceed \$500,000 from a single source of funds, a unique revenue code and subfund are assigned to those funds and guidelines for those funds will appear in the Funding Manual produced by the Office of Finance.

If total allocations do not exceed \$500,000, miscellaneous revenue codes and sub funds will be used as follows:

Miscellaneous Revenue Codes and Subfunds

<u>Source of Fund</u>	<u>Revenue Code</u>	<u>Subfund</u>
Misc. State Restricted	3199	800 series *
Misc. EIA	3599	399
Misc. State	3999	General Fund (100)
Misc. Lottery	3699	969
Misc. Federal	4999	800 series *

*Districts choose any subfund available for use in the 800 series.

Financial Manuals

Funding Manual

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/2014-2015FundingManual.pdf>

Accounting Handbook: <http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>

Student Accountability:

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/studentaccountabilitymanual.pdf>

PCS Manual: <http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserManualJuly92014.pdf>

Audit Guide: <http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>

EFA/State Funding Release Dates 2014-2015

March 20
April 22
May 22
June 22

Due Dates for SCDE Reports 2014-2015

Listed below are reports required by the Office of Finance and their due dates for 2014-15. Reports listed below that are identified by a dollar sign (\$) indicate that allocations are based on the information submitted in these reports. To avoid delays in the distribution of the allocations, please ensure that all reports are received in the Chief Financial Office by the specified due date.

April 2	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT
April 30	PCS UPDATES FOR 135 DAY FUNDING (\$)
April 30	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
June 30	FINAL CHANGES TO PCS FY 2014-15 TECHNOLOGY PROFICIENCY
June 30	FLEXIBILITY REQUEST 2014-15

Questions concerning the above reports may be directed to Shatika Spearman at (803) 734-8008 in the Office of Finance.



Kimberly Moss
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